

Commonwealth of Massachusetts
Executive Office of Health and Human Services
Salary Reserve FY 2006

Implementation Schedule

Resources – Main Contacts:

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Projected Timeline and Deliverables:

#	Task	Deadline
1	Transition meeting between OSD and EOHHS	August 26, 2005
2	Request transfer of http://www.mass.gov/salaryreserve from OSD to EOHHS portal	August 31, 2005
3	Email agency contacts with last year's contract info requesting that they update list with current contract information.	August 31, 2005 (send email) September 14, 2005 (agency deadline)
4	Finalize materials and website prior to "Roll'Out" meeting	September 20, 2005
5	Prepare dollar allocation data based on "Roll" from 2005 and updated agency info (also include Homemaker calculations)	September 19, 2005 - October 14, 2005
6	Finalized vendor contract information with updated Salary Reserve allocations for FY06	October 26, 2005
7	Award notification to Contractors	October 31, 2005
	Contractor totals sent to agencies	October 31, 2005
8	EOHHS/ANF request funds transfer	November 7, 2005
9	Pre-populated contracts sent to providers via email. Cover letter explains the new process.	November 14, 2005
10	Transactions entered to MMARS and Validated (but not Submitted) until signed contract is returned to EOHHS.	October 31, 2005 - November 14, 2005
11	Transactions are Submitted in MMARS upon receipt of the contract.	Ongoing as contracts are returned.
12	Review database to identify those who have not sent contracts back and commence follow-up with providers and agency representatives	November 21, 2005 - December 1, 2005
13	Finish entering all encumbrances into MMARS	FINAL DEADLINE December 2, 2005
14	First Salary Reserve Ready Payments disbursed to providers	December 12, 2005
15	Salary Reserve amendments and MMARS transactions completed for clean up.	Ongoing until all money is paid out.
16	Prepare reports for Legislature	February 2006